

**AGENDA**  
**EPA Grant Seminar Non-Profit Recipients**  
**Washington, DC**  
**October 12 -13, 2005**  
**9:00 - 5:00**  
**Facilitator: Jeanne Conklin**  
**Office of Grants and Debarment**

<b>9:00 - 9:10</b>	<b>Welcome Introduction of AA/OARM</b>	<b>Jeanne Conklin Howard Corcoran, Director Office of Grants and Debarment</b>
<b>9:10 - 9:25</b>	<b>Opening Remarks</b>	<b>Luis Luna, Assistant Administrator for the Office of Administration and Resources Management</b>
<b>9:25 - 9:40</b>	<b>Organization &amp; Award Summary</b>	<b>Richard Kuhlman, Director Grants Administration Div.</b>
<b>9:40 - 9:55</b>	<b>Pre-Award Order</b>	<b>Frances Roth, Grants Administration Div.</b>
<b>9:55 - 10:10</b>	<b>Competition in Assistance Agreements</b>	<b>Bruce Binder, EPA Grants Competition Advocate</b>
<b>10:10 - 10:25</b>	<b>Break</b>	
<b>10:25 - 11:10</b>	<b>Environmental Results</b>	<b>Peggy Anthony, Grants Administration Div.</b>
<b>11:10 - 11:20</b>	<b>Environmental Results OW</b>	<b>Kimberly Roy, Office of Water</b>
<b>11:20 - 11:30</b>	<b>Environmental Results OAR</b>	<b>Katherine Moore, Office of Air and Radiation</b>
<b>11:30 - 11:45</b>	<b>Overview of an Assistance Agreement and Terms and Conditions</b>	<b>TBD Grants Administration Div.</b>
<b>11:45 - 12:30</b>	<b>Procurement (Procurement Rules, Consultant Cap)</b>	<b>Jim Drummond, Office of General Counsel</b>
<b>12:30 - 1:30</b>	<b>Lunch on your own</b>	
<b>1:30 - 1:45</b>	<b>MBE/WBE Requirements</b>	<b>OSDBU</b>
<b>1:45 - 2:45</b>	<b>Managing Your Assistance Agreement (Cost Review, Labor Distribution, Reporting Requirements, Audit)</b>	<b>Jeanne Conklin, Grants Administration Div.</b>
<b>2:45 - 3:00</b>	<b>Break</b>	
<b>3:00 - 3:15</b>	<b>Indirect Cost Rates an Overview</b>	<b>Marla Sheppard, Grants Administration Div.</b>
<b>3:15 - 3:30</b>	<b>Payment Process</b>	<b>Alan Lewis/Las Vegas Financial</b>

**Management Office**

<b>3:30 - 3:45</b>	<b>Managing Your Assistance Agreement (Close-out, dis. of property, record retention)</b>	<b>Emmanuel Ekwo, Grants Administration Div.</b>
<b>3:45 - 4:15</b>	<b>Fraud Awareness</b>	<b>John Patrick, Special Investigator, Office of Inspector General</b>
<b>4:15 - 4:30</b>	<b>grants.gov /Web Demo</b>	<b>Gail Cornwell, Grants Administration Div.</b>
<b>4:30 - 4:45</b>	<b>Closing Remarks</b>	<b>Richard Kuhlman</b>

**June 13, 2005 Optional Day  
Indirect Cost Rate Preparation Training**

<b>9:00 - 9:05</b>	<b>Introduction of Contractor</b>
<b>9:05 - 12:00</b>	<b>Instruction (Break Included)</b>
<b>12:00 - 1:15</b>	<b>Lunch on your own</b>
<b>1:15 - 4:00</b>	<b>Instruction (Break Included)</b>